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ABSTRACT

This is the third of four student packets forming part of a position simulation for use in an office applications laboratory at the postsecondary level. The purpose of the simulation is to give the student an opportunity to learn the tasks and duties performed by a legal secretary. The packet, which begins with a simulated office schedule for one 8-hour day, includes 5 numbered jobs and supplies (any necessary letterhead or special forms). Instructions are provided immediately before each job. Jobs include typing a garnishment, typing a letter of lis pendens, transcribing office-style dictation from tape, typing an original complaint and rough letter, and typing a power of attorney. (YLB)

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OFFICE OCCUPATIONS

Mae Conn and Associates

A Legal Secretary Position Simulation

Student Packet 3

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Georgia Department of Education

OFFICE OCCUPATIONS

Developed and Produced
Under Contractual Agreement with

Division of Program Development
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1982

UPD 7729/7-82

MAE CONN AND ASSOCIATES

A Legal Secretary Position Simulation

Developed by

Macon Area Vocational-Technical School
Macon, Georgia

Revised by

Georgia State University
Atlanta, Georgia

Project Supported by

Office of Vocational Education
Georgia Department of Education
Division of Program Development
Atlanta, Georgia 30334

Dr. Charles McDaniel, State Superintendent of Schools

1982

FOREWORD

This legal secretary position simulation was designed to be used in an office applications laboratory at the postsecondary level. Its purpose is to give the student an opportunity to perform those tasks and duties that may be performed by a legal secretary.

Appreciation is expressed to Mr. K. Gerald Allen, Project Coordinator, and to the business education instructors at Macon Area Vocational-Technical School for the development of these materials.

Appreciation is also expressed to the many business education instructors throughout the state who field tested and provided invaluable feedback on these materials as a part of this revision effort.

Sincere thanks go to Dr. John H. Lloyd, Director, Program Development, Georgia Department of Education, for his continued encouragement, support, and leadership in this revision effort.

Dr. Harmon Fowler
Project Director
Office Simulation Project

Mrs. Doris Rash-Wooten
Assistant Project Director
Office Simulation Project

Wednesday

OFFICE SCHEDULE FOR TODAY

		FOR	DESCRIPTION OF SERVICES
8	00		
	15		
	30		
	45		
9	00		Type a Garnishment
	15		
	30		
	45		
10	00	Barbara Jean Jacobs	Lis Pendens - type
	15		
	30		
	45		
11	00		
	15		
	30		Transcribe letters
	45		
12	00		
	15		
	30		
	45		
1	00		
	15		
	30		
	45		
2	00		
	15		
	30	Sally Jane Seymour	Type Original Complaint & a letter to the Courthouse
	45		
3	00		
	15		
	30		
	45		
4	00		
	15		Power of Attorney - 4 individuals (program mag card)
	30		
	45		
5	00		
	15		
	30		
	45		
NIGHT HOURS			

FROM THE DESK OF MAE CONN

Please type this Garnishment.

STATE OF Georgia Bibb County

Civil Court of Bibb County

Personally appeared Henry C. Jones who on oath says that he is the Plaintiff, his Attorney At Law, or his Agent for Mac Conn & Assoc. Plaintiff herein, and according to Affiant's personal knowledge of the facts Helen M. Swann defendant is justly indebted to said plaintiff in the sum of $200.00 Dollars principal, $20.00 Interest, $25.00 Attorney's Fees and $8.50 cost and that said plaintiff has judgment obtained in suit No. 51903 of the First Term, 19__ of the Civil Court of _____ County and that Plaintiff has reason to apprehend the loss of said sum or part thereof unless process of garnishment issue in said case.

Sworn to and Subscribed Before me,

This 25th day of July, 19__

_____
Attorney for Plaintiff

_____
Deputy Clerk, Civil Court of ____ County

APPROVED: _____
Judge, Clerk, Civil Court of _____ County

Copy of Summons to be Served by:

_____ Sheriff
_____ Other Method

GARNISHMENT - Affidavit

STATE OF_____, _____County

Civil Court of _____County

Personally appeared _____who on oath says that he is the Plaintiff, his Attorney At Law, or his Agent for _____ Plaintiff herein, and according to Affiant's personal knowledge of the facts _____defendant is justly indebted to said plaintiff in the sum of $_____Dollars principal, $_____Interest, $_____Attorney's Fees and $_____cost and that said plaintiff has judgment obtained in suit No._____of the_____Term, 19___of the Civil Court of _____County and that Plaintiff has reason to apprehend the loss of said sum or part thereof unless process of garnishment issue in said case.

Sworn to and Subscribed Before me,

This_____day of _____, 19___

_____
Attorney for Plaintiff

_____
Deputy Clerk, Civil Court of _____County

APPROVED:_____
Judge, Clerk, Civil Court of _____County

Copy of Summons to be Served by:

_____Sheriff
_____Other Method

GARNISHMENT - Affidavit

NOTICE OF LIS PENDENS

Instructions

Mrs. Conn needs you to type a Notice of Lis Pendens for one of her clients. A Notice of Lis Pendens is issued whenever a client wants to clear up the title to some real property. The Notice when properly filed and recorded ties up the property to prevent anyone from being sued or from transferring the title by deed to a relative or friend. This type of legal action is often taken in divorce cases to assure that neither husband nor wife tries to transfer property before the divorce proceedings are final.

Mrs. Conn would like you to type a Notice of Lis Pendens identical to the one attached with the following exceptions.

Plaintiff: Mrs. Alice J. MacCallum

Defendant: Mr. Alex J. MacCallum

Date: Use the current date

Tract of land lies in East Macon, Lot 15, College Park Subdivision. Plat Book 37, Folio 23.

Be sure to make two carbon copies of the Notice.

IN THE SUPERIOR COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

JOAN CECIL RODGERS
Plaintiff

Civil Action No._____

VS.

HARRY W. RODGERS
Defendant

NOTICE OF LIS PENDENS

TAKE NOTICE that on the 27th day of January, 19--, JOAN CECIL RODGERS, as plaintiff, filed a complaint against HARRY W. RODGERS, as defendant, seeking relief against the following described property, to wit:

All that tract or parcel of land lying and being in the West Macon District of Bibb County, Georgia and known as Lot 41 of the subdivision known as Madison Lane, according to a map and plat of survey recorded in the Clerk's Office, Bibb Superior Court and rerecorded in Plat Book 15, Folio 201 said Clerk's Office, to which reference is hereby made for a more complete description.

All that tract or parcel of land lying and being in the West Macon District of Bibb County, Georgia and known as Lot 50 of the subdivision known as Madison Lane, according to a plat of survey recorded in the Clerk's Office of the Bibb Superior Court in Plat Book 9, Folio 422, to which reference is made for complete description.

Said action was brought in the Superior Court of Bibb County, Georgia and this notice is filed in the office of the Clerk of the Superior Court of Bibb County, Georgia, wherein said real property lies; and the relief sought in said action is to subject said property to a judgment for alimony and support for plaintiff and the minor children of the parties. This notice is given in order that said pending action may operate as a lis pendens as to the above described real property, all in accordance with the laws of the State of Georgia.

This is the 27th day of January, 19--.

MAE CONN & ASSOCIATES
Attorneys for Plaintiff

By:_____

MAE CONN & ASSOCIATES
3300 Macon Tech Drive
Macon, Georgia 31206

FROM THE DESK OF MAE CONN

Please transcribe these letters for my signature.

Instructions are given after the dictation of each letter.

If you are not sure of the letter style to use, check your Employee Handbook.

I will need these letters by the end of the day.

Thanks,

Mae Conn

Attorney at Law

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.

Macon, Ga. 31206 Telephone 781-0551

{Type the attached complaint in correct form and attach to the back of the letter after typing.}

Mrs. Marlene Jones, Clerk
State Court of Bibb County
Bibb County Courthouse
Macon, GA 31201

Re: Sally Jane Seymore
vs Cecil C. Sams

Dear Mrs. Jones:

Enclosed is the original and one copy of the above stated lawsuit which we would appreciate your filing in your office and turning over to the Sheriff for service.

Please bill us for the filing of the complaint.

VTY

BEST COPY AVAILABLE

IN THE STATE COURT OF BIBB COUNTY GEORGIA

rearrange - see Employee's Manual

SALLY JANE SEYMORE

Plaintiff

VS.

CECIL C. SAMS

Defendant

CIVIL ACTION NO. _____

COMPLAINT

Comes now, SALLY JANE SEYMORE, hereinafter referred to as plaintiff, and brings this complaint against CECIL C. SAMS, hereinafter referred to as defendant, and respectfully shows to the court as follows:

1.

That defendant is a resident of Macon, Bibb County, Georgia, and subject to the jurisdiction of this court.

2.

That on the 10th day of April, 19--, at the intersection of Riverside Drive and Ingleside Avenue in Macon, Georgia, the defendant negligently drove his automobile into and against the side of the automobile in which plaintiff was riding, causing plaintiff damages and injuries as stated hereinafter.

3.

That at the time of said collision, the defendant was operating his vehicle under the influence of intoxicants and disregarded a traffic signal by running the red light facing him, which indicated that he should have stopped in accordance with the said traffic signal, all of which constitutes negligence per se on the part of the defendant in operating his vehicle at the time of said collision.

4.

Plaintiff further shows that as a result of the negligence of the defendant, the said plaintiff sustained serious injuries from which he did suffer, does now suffer and will continue to suffer in the future. Among other things, the injuries sustained by the plaintiff consisted of fractured bones in the left lower extremity and damage to the surrounding tissue ligaments, muscles and other intricate anatomical parts of the damaged extremity.

WHEREFORE, plaintiff demands that process and summons issue in terms of law that she have judgment against the defendant in the sum of $25,000.00 cost of these proceedings and such other and further relief as is just.

Ms. Mae Conn
Attorney for Plaintiff
By: _____

14

3-4

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.

Macon, Ga. 31206 Telephone 781-0551

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.

Macon, Ga. 31206 Telephone 781-0551

Please type the attached power of attorney as a form letter on the Memory Magnetic card typewriter. Use your Employee's Manual for reference to style.

Use the form letter to complete the Power of Attorney documents for the individuals below.

Thanks, Mae Conn

Name	Name of Person Appointed
(1) Johnny P. Walker Warner Robins, GA (Houston)	Randolph Benjamin Harrison, Jr. Warner Robins, GA 3/16/--
(2) Janice W. Lukas Macon, GA (Bibb)	Harry A. Lukas Macon, GA 4/1/--
(3) Larry K. West Moultrie, GA (Colquitt, Cty.)	Martha J. Roberts Moultrie, GA 3/12/--
(4) Kenneth W. Kearce Macon (Bibb)	Inez P. Rogers 3/15/-- Macon

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State of Georgia
DS? County of ~~Bibb~~

all caps Power of Attorney

Know all Men By These Presents:
That I, ~~Johnny A Hatcher~~ of the
DS County of ~~Houston~~, City of ~~Warner~~
~~Robins~~, State of Georgia, have made,
constituted and appointed, and by these
presents do make, constitute and
appoint ~~Benjamin Harris~~, of said
State, City and County, my true and
lawful Attorney for me in my
name, place and stead, and for
my use and benefit to make, do and
transact all and every kind of
business of whatsoever nature and
kind, and to contract and to bind
me as completely as if I might bind
myself to do all and every kind of
business of whatsoever nature.
This Power of attorney is intended

BEST COPY AVAILABLE

Page 2

Power of attorney

to be complete and to grant unto the said ~~Johnny R. Walker~~, full power and authority to do and perform all and every act and thing that I might do or could do if personally present. Said power of attorney is to act and serve with bond.

Witness My Hand, This ___ day of ___, 19__.

_____

Signed, sealed and delivered in the presence of:

_____

Notary Public

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